

---

*The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.*

---

**ASHLAND PLANNING DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**

January 3, 2018

**SITE:** 10 Knoll Crest  
**APPLICANT:** Hogge  
**REQUEST:** Site Review and Conditional Use Permit for Hotel / Motel use in C-1 zone.

**PLANNING STAFF COMMENTS:**

*This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal.*

**Generally...** The use of the space as a Hotel/Motel within the C-1 zoning district requires Conditional Use Permit (CUP) and Site Design Review approval.

**Hotel/Motel Use:** AMC 18.40.040 allows for Hotel/Motel uses within the C-1 zoning district through a Conditional Use Permit (CUP). A 'Hotel' is defined as "A building in which lodging is provided to guests for compensation, and in which no provisions are made for cooking in the lodging rooms." (AMC 18.08.320); while a 'Motel' is defined as "A building or group of buildings on the same lot containing guest units for rental to transients, with separate entrances directly exterior and consisting of individual sleeping quarters, detached or in connected rows, with or without cooking facilities." (AMC 18.08.510)

**Conditional Use Permit (Hotel):** Short-term rental use within the C-1 Commercial zoning district is considered to be hotel or motel use (rather than a Travelers Accommodation) and requires a Conditional Use Permit and Site Design Review, which is a discretionary land use approval requiring a demonstration that the proposal will have no more adverse material impacts than would development of the property according to its target use, which is:

**C-1.** The **general retail** commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of **0.35 floor to area ratio**, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements. (*For a 21,344 square foot lot, the target use would be a 7,471 square foot commercial retail building and the associated 22 parking spaces, generating approximately 304 average daily vehicle trips. A typical single family residence generates approximately 9.55 ADT. One hotel room generates approximately 8.7 ADT.*)

Generally speaking, Conditional Use Permits provide a discretionary review which allows the Staff Advisor or Planning Commission to weigh the adverse impacts of a proposal on the neighborhood against the typical adverse impacts that could be expected with development according to the target use. The application materials should clarify the anticipated adverse impacts in comparison to the commercial target use (i.e. *how many car trips will the use generate each day, how much parking will be needed, how many guests are typically expected in a month, what noise level and hours of noise can be reasonably expected, etc.*)

The final application would need to demonstrate that the proposed intensification of use of the site would have no more adverse impact than the target C-1 use. Key impact considerations include parking, traffic, and architectural compatibility with the impact area.

**Licensing:** The business owner is required to obtain a City of Ashland Business License and to register the motel units for the Transient Occupancy Tax (TOT). This can be accomplished through our Utility Billing Office, or filing forms available on the City of Ashland website. Additional licensing through the State of Oregon Health Division may be necessary. The requirements for this can be found on the Jackson County website under Environmental Public Health or by calling 541-774-8206. This may be necessary because though the units are classified as a “motel” under the City of Ashland zoning regulations, the State Health Department may regulate them similar to a Traveler’s Accommodation but that determination is ultimately based on the number of occupants.

**Site Review Requirements:** As stated above the property is subject to the Basic Site Review in addition to the Parking Lot Landscaping and Screening, Street Tree and Landscaping Standards. Some key considerations:

- **Exterior Lighting** - Lighting details should be clarified to ensure that the proposal is consistent with standards for light and glare and in particular is not directly illuminating adjacent residential uses.
- **Trash Enclosure Screening** – Trash and Recycling enclosure shall be shown on the plans. The area shall be screened in accordance with the design standards.

**Flag Drive/Access Easement (AMC 18.5.3.060):** Typically, a driveway greater than 50 feet in length is considered a “flag drive” and must be improved to applicable standards. Where serving one lot, a flag drive is required to be paved to a 12-foot width within a 15-foot clear width, and for two lots a flag drive must be paved to a 15-foot width within a 20-foot clear width. Flag drive grades must not exceed 15 percent.

**Parking Area Construction Standards:** Hotel /motel uses requires off-street parking at a rate of one parking space per accommodation unit, plus one for the manager.

Standard parking spaces measure 9 by 18 feet, with 50 percent allowed to be compact spaces at 8 by 16 feet. A 22-foot clear area is required to be provided behind each space. Compact spaces must be clearly marked as such.

Parking areas are to provide a five-foot landscaped buffer from property lines, and an eight-foot landscaped buffer from adjacent buildings. Formal application materials need to clearly show the proposed parking areas and buffers with the required dimensions shown on the site plan. If the five-foot buffer cannot be provided an Exception to the Site Development and Design standards

would be necessary and would need to be addressed in the findings.

The surface parking should be designed in a manner which minimizes the adverse microclimatic impacts of surface parking. The parking areas shall be paved with concrete, asphalt, pervious paving or comparable standards. Wheel stops will be required between the parking space and the building.

**Bicycle Parking Facilities:** Two (2) sheltered bicycle parking spaces are required. Please show where the bicycle parking and shelter will be located on the site plan. Ensure that bicycle parking areas comply with AMC 18.4.3.070.I.

**Tree Preservation/Protection:** All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.4.5.030; this is intended to ensure that trees (including street trees, parking lot trees and trees on adjacent properties within 15 feet of the property line) are protected during all site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. This plan must address all trees on the property over six-inches in diameter at breast height (DBH) and all trees that are located on adjacent properties within 15 feet of the property line as well. Tree Removals are subject to the tree removal permit process found in AMC 18.5.7.

**Signage:** The final application submittal should include details of all existing and proposed signage to demonstrate compliance with the Sign Ordinance (AMC 18.4.7).

**Neighborhood Outreach:** Projects involving changes to established neighborhood patterns can be a concern for neighbors. Staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of the property.

**Written Findings/Burden of Proof:** This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

## **OTHER DEPARTMENTS' COMMENTS:**

**BUILDING DEPT:** Please contact the Building Department for information on permit and occupancy requirements, which may include building permits, accessibility improvements, and fire code compliance. The Building Department can be reached by phone at 541-488-5309.

**CONSERVATION:** There are currently City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. For more information on these programs, please contact the City of Ashland Conservation

Division at 541-552-2062 or [cunninghamd@ashland.or.us](mailto:cunninghamd@ashland.or.us).

**ENGINEERING:** The Engineering Department had no comments at this time. Please contact Karl Johnson in the Engineering Division at 541-488-5347 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) with any questions regarding Public Works or Engineering issues such as utilities, streets and storm water management.

**FIRE DEPARTMENT:** Please contact Fire Marshall Ralph Sartain at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) for any questions regarding Fire Code or Fire Department-related issues.

**WATER AND SEWER SERVICE:** If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will only install a stub out to the location where the double check detector assembly or reduced pressure detector assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested.

The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility. Please Contact Steve Walker at 541-552-2326 or ( [walkers@ashland.or.us](mailto:walkers@ashland.or.us) ) to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.

**ELECTRIC SERVICE:** If any upgrades to existing electric service are needed, please contact Dave Tygerson in the Ashland Electric Department for fees and requirements at 541-552-2389 or via e-mail to [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us) .

---

## **ZONING DISTRICT REQUIREMENTS:**

**Zoning:** C-1: Commercial Zone

**Landscaping Requirements:** 15 percent of the site is required to surfaced in natural landscape materials which permit the natural infiltration of water into the soil below. A size, and species specific landscaping & irrigation plan required at time of formal application. Where possible, avoid using lawn. Provide irrigation system.

**Parking, Access and Internal Circulation:** As per the requirements of Chapter 18.4.3 Off-Street Parking.

**Lot Coverage:** A maximum of 85 percent of the lot may be covered with buildings, driveways, parking areas, walkways, and other forms of lot coverage.

**Setbacks:** Per the Site Design and Use Standards.

**Signs:** Per 18.4.7

.....

**PROCEDURE:** Type I – Administrative Decision subject to public hearing if appealed.

**APPLICATION MATERIALS:** *The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with Chapter 18 of the Ashland Municipal Code (AMC). The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the AMC may apply. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.*

The Ashland Municipal Code is available in its entirety at:  
<https://ashland.municipal.codes/LandUse>

### **Plan Requirements**

Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies.

- **Two (2) Copies of the Plans required in AMC 18.5.4.040 for Conditional Use Permit approval**
- **Two (2) Copies of Plans as required in AMC 18.5.2.040 for Site Design Review approval.**
- **Two (2) Copies of a Tree Protection Plan as required in AMC 18.4.5.030.**
- **Two (2) Copies of the plans required for Tree Removal Permit as required in AMC 18.5.7.030 (*if applicable to the final proposal*).**

### **Approval Criteria**

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are referenced below.

- **Two (2) copies of written findings addressing the approval criteria found in AMC 18.5.4.050 for Conditional Use Permit approval.**
- **Two (2) copies of written findings addressing the approval criteria in AMC 18.5.2.050 for Site Design Review approval.**

- Two (2) copies of written findings addressing the approval criteria in AMC 18.5.7.040 for a Tree Removal Permit.
- 

**UPCOMING APPLICATION DEADLINES:** Not Applicable (First Friday)

**UPCOMING PC MEETINGS:** Not Applicable (Second Tuesday)

**FEES** - Conditional Use Permit & Site Review (Type I): \$1,046.00 + ½ percent of valuation

**\*NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.*
- *Applications are reviewed for completeness in accordance with ORS 227.178.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

**For further information, please contact:**

January 3, 2018

Derek Severson, Senior Planner

Date

City of Ashland, Department of Community Development

Phone: 541-552-2040 or e-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)